

INTERNAL TITLE 5 VACANCY ANNOUNCEMENT

Announcement Number:	2004-160	Opening Date:	09/30/2004	Closing Date:	10/22/2004
Position/Position Number:	PROGRAM SUPPORT CLERK/OA GS-303-5 (#5615)	Organizational Location:	Logistics Management Service Duty Station: Temple ICF		
Salary Range:	GS-5: \$26,699 - \$34,714 Per Annum (INCLUDES 10.90% LOCALITY COMPARABILITY PAY)	Area of Consideration:	CURRENT PERMANENT EMPLOYEES OF CTVHCS		

Duties and Responsibilities:

Hours of work: 8:00 a.m. - 4:30 p.m., Monday – Friday. Incumbent is responsible for the coordination and management of various units within SPD Section which consists of funds control, technical documentation in surgical preparation unit, education and training, inventory management, ordering medical supplies and equipment, and SPD Automated Computer System operations. Incumbent is responsible to Section Chief for funds control using IFCAPP system on Center's DHCP. Provides clerical and administrative assistance to the Chief, SPD Section. Maintains records on employees in SPD Section which includes, but are not limited to time and leave, position descriptions, job requirements, personnel actions, and education and training. Prepares requisitions using IFCAPP system on Center's DHCP computer system. Data will consist of purchase orders, work orders, messages, and reports. Maintains surgical preparation tray cards used for preparation of surgical instrument trays used in the Operating Room. Utilizes a Generic Inventory Package (GIP) which includes CRT, CPU, and printers. Maintains, on a current basis, equipment inventory listing for SPD unit property at the Center. Knowledge of VA Manual MP-2, MP-6 to insure that procedures followed and/or established are in keeping with current regulations governing the position. A broad knowledge of medical supplies, nomenclature of supplies and equipment, cost containment, budget procedures, stock rotation and control methods. Must have thorough knowledge of supply procedures and general knowledge of cost and accounting procedures.

Qualification Requirements:

Qualifications are derived from the Office of Personnel Management Group Coverage Qualification Standard for Clerical and Administrative Support Positions, available in Human Resources Management Service. At the GS-5 level, must have one year specialized equivalent to the GS-4 level. Specialized experience is that which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to perform successfully the duties of the position. ***SERVICES OF A QUALIFIED TYPIST IS REQUIRED.**

Rating and Ranking:

Qualified candidates will be rated and ranked on the following knowledge, skills, and abilities:

- Ability to communicate, both orally and in writing, with people from a variety of backgrounds and with varying levels of understanding.
- Knowledge of VA regulations and correspondence procedures including composition, grammar, spelling and punctuation.
- Knowledge of VA time-keeping procedures and education tracking packages.
- Knowledge of medical and hospital terminology.
- Knowledge of personal computer, word processing system and DHCP computer package.

How to apply:

Permanent employees who wish to be considered for this position must obtain necessary forms through the internet address: <http://www.texvet.com/HRMS/forms.htm>. **VA FORM 5-4078 MUST BE RECEIVED IN HRMS, TEMPLE, BY CLOSE OF BUSINESS ON CLOSING DATE OF ANNOUNCEMENT. VA FORMS 5-4676A AND 5-4667B MUST BE RECEIVED WITH SEVEN (7) CALENDAR DAYS AFTER THE CLOSING DATE OF ANNOUNCEMENT.** Applicants must have documentation of Typing Proficiency of 40 words per minute. Applicants who do not currently possess a Typing Proficiency or who have not held positions in the Federal Government requiring a Typing Proficiency must schedule a typing test with Texas Workforce Commission. Certification of Typing Proficiency must be received within seven calendar days of the closing date of this announcement. Refer all questions to Karen Young, Human Resources Specialist, extension 40311.

NOTE: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources Specialist. The decision on granting accommodation will be on a case-to-case basis.

THIS IS A **BARGAINING** UNIT POSITION.

CTVHCS IS A SMOKE-FREE ENVIRONMENT.

IF PATIENT NEEDS ARISE, THE INCUMBENT OF THE ABOVE POSITION MAY BE REASSIGNED TO THE WACO OR MARLIN INTEGRATED CLINICAL FACILITY WITHIN THE CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM.

EQUAL EMPLOYMENT OPPORTUNITY: ACTIONS TO FILL THIS POSITION WILL NOT BE BASED ON DISCRIMINATORY FACTORS, WHICH ARE PROHIBITED BY LAW.